



Elsenham Parish Council
Minutes of Parish Council Meeting
held at 8.00pm on 7 February 2022
in The Memorial Hall

Members of Elsenham Parish Council (EPC):	Cllr. G Mott (Chairman GM), Cllr. B Donald (BD), Cllr. R Franklin (RF), Cllr. P Johnson (PJ), Cllr. B Ogilvie (BO), Cllr. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ).	
Public:	5, plus District Cllr. G LeCount (GL) and District Cllr. P Lees (PL).	
Apologies for absence	None.	
Minute no.	Item	Actions agreed
22208	Declarations of Interest. None	
Open to the public		
22209	<p>GM read out a section of EPC’s standing orders.</p> <p><i>3(e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</i></p> <p><i>3(f) The period of time designated for public participation at a meeting in accordance with standing orders shall not exceed 15 minutes unless directed by the chairman of the meeting.</i></p> <p><i>3(g) Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.</i></p>	
22210	<p>A member of the public was not happy with how EPC were administering the section 106 monies for the play equipment in the playing field, a project team should have been set up.</p> <p>GM said that EPC had held meetings with three different play equipment suppliers, who were</p>	

	submitting quotes and diagrams; EPC had taken on board all their expert advise.	
22211	Hall Road is still deep in mud, and both the drains either side of the road by the bridge were broken.	
22212	A member of the public asked if the adult gym was still going to be installed. The children's play area catered for children up to the age of 12 but there was nothing for teenagers and adults. A lot of work had been carried out regarding the gym plus £5,000 had been put in the budget with a further £15,000 for a grant, yet nothing had been done to obtain a grant, and the project had not been taken any further. GM said there were no current plans to pursue the outdoor gym.	
22213	It had been asked at the last meeting to add 'closed cemetery' onto this month's agenda, this had not been done. LJ said that this had been an oversight on her part. Although there are no more plots available in the cemetery, EPC have not yet applied for it to be officially a 'closed cemetery'.	
Closed to the public		
22214	Actions from previous minutes The mud on Hall Road has still not been resolved.	LJ to contact Highways.
22215	Minutes Council to consider the minutes of the meeting held on 10 January 2022.	The minutes were approved by EPC, as a true and accurate record and signed by the Chairman.
22216	District Councillor's report The Government has changed the financial ruling for District Councils, they should not be investing to make money. Over the next five years UDC are going to have to identify up to £4 million of net savings, which is nearly a quarter of their budget. The Environmental Office at UDC has asked all councils to consider planting trees and hedges in their villages and towns. The Local Plan is progressing well. A new director of planning will be joining UDC in early March. UDC will lend their road sweeper machine to any parish council willing to sweep their roads themselves. The council tax is to increase by 4.9%.	LJ to email PL to ask for more information.

	<p>A draft report, reviewing the handling of Stansted Airport planning application, by an independent consultant is due late February early March 2022, this will then be assessed by UDC's Scrutiny Committee. The full report is due to be published in April 2022.</p> <p>The funding to allow charities to have some of EPC's allotments free of charge is still ongoing.</p> <p>The recently appointed enforcement officer has left. UDC hope to employ two new officers.</p> <p>GM said he had recently sent GL and Ray Gooding, in their roles on the Highways Panel, a list of the problems with the pavements in the village. GL said he had read it and would see what he could do.</p> <p>GL said that North Hall Road will be re-opened in 266 days, 4 November 2022.</p> <p>PL said it would be useful to UDC, if the Parish Council would construct a list of the potholes in the village that have been reported to Essex Highways but had still not been repaired.</p> <p>A member of the public said that Essex Highways were setting up a system to stop vehicles over 7.5 tons from using Stansted and Grove Hill. So that vehicles do not then divert to Pound Lane and Ugley Green, where there is a width restriction, new signs will be erected giving police more power to act.</p> <p>The state of the footpath from Elsenham to Stansted was one of the issues that GM had informed GL and Ray Gooding about.</p>	<p>LJ to send the list to PL.</p> <p>Allan Hathaway said he would construct the list if EPC wanted.</p>
<p>22217</p>	<p>Planning Committee Minutes of the meeting held on 11 January 2022. EPC has asked UDC planning for a Zoom meeting.</p> <p>A Zoom meeting had been held with UDC's new chief executive, Peter Holt, GM and BD had attended.</p> <p>GM had listened into a UDC Scrutiny meeting and heard District Councillors saying that UDC's planning department did not reply to emails, GL said that he had never had that problem.</p> <p>A New Community Hall Working Group held a meeting which Jack Bennett, UDC's Principle Urban Designer, who spoke about the orientation of the new Community</p>	<p>Noted.</p>

	<p>Hall. ECC Highways have now confirmed the new community hall will be classed as D1, therefore, the D1 parking standards will apply to the community hall. A draft section 106 agreement for Vistry had been posted on UDC's website, it includes a contribution to the new community hall.</p> <p>Bloor Homes has requested a Zoom meeting with EPC. This is to be held on Thursday 24 February 2022 at 7.30pm, members of the public are welcome.</p> <p>Applications submitted to UDC</p> <p>I. UTT/21/3670/HHF Conversion of attached side garage into a habitable room. 5 De Mandeville Road, Elsenham.</p> <p>II. UTT/22/0206/FUL proposed erection of 1 detached dwelling, approved application UTT/16/3599/FUL addition of single car port. Land adjacent to White Cottage, Fullers End, Tye Green.</p> <p>Decision made by UDC Planning</p> <p>III. UTT/21/3662/HHF Proposed first floor rear extension. Home Farm Cottage, Gaunts End, Green Street, Elsenham.</p> <p>IV. UTT/21/3534/FUL Proposed demolition of garage and erection of 1 new dwelling. Rear of 35 New Road, Elsenham.</p> <p>V. UTT/21/3152/FUL Change of use of a redundant rural building into 2 new residential dwellings. Plots 7 & 8 Eastfield Stables, May Walk, Elsenham Road, Stansted.</p>	<p>Approved</p> <p>Refused</p> <p>Refused</p>
<p>22218</p>	<p>Playing Field Committee A resident with an assistance dog uses the playing field to exercise him. Recently the lady had been challenged by people for bringing a dog into the playing field. Assistance dogs are allowed in the playing field. It was agreed to put a post on Facebook and EPC's website and to purchase signs stating 'Assistance dogs and Guide dogs are allowed'</p>	<p>LJ to add to next month's agenda.</p>
<p>22219</p>	<p>Rights of Way and Open Spaces Committee Tree Wardens report. Minutes held on 15 October 2021. Minutes held on 21 January 2022. A working party was held to cut back the vegetation on footpath 31, adjacent to Alsa Wood. There is to be a walk on Good Friday, covering the three proposed developments.</p>	<p>Noted. Noted. Noted.</p>

	<p>Proposal. EROWOS assumes responsibility for initiating the annual maintenance of hedges in the ownership of the Parish Council, in accordance with the schedule attached. EROWOS will request the Parish Clerk to obtain quotations during the autumn of each year from qualified contractors. The quotations will be placed before a meeting of the Parish Council, with a recommendation from EROWOS if desired. EROWOS will confirm to the Clerk when the work has been completed satisfactorily.</p> <p>Suppliers should be asked to price items separately for budget purposes. The contract will be awarded for the complete schedule.</p> <p>The Terms of Reference for EROWOS will be amended accordingly.</p>			<p>GM proposed RF seconded; the vote was carried unanimously.</p> <p>PJ to amend the Terms of References.</p>
22220	<p>Finance Committee The following cheques and payments required for approval.</p>			All payments approved for signing.
	BACS	HEU Benefice	£10.00	
	BACS	Rialtas	£240.00	
	BACS x 3	Wages	£2,362.80	
	BACS	M Burke Landscaping	£276.50	
	BACS	M Burke Landscaping	£673.33	
	BACS	Uppercut trees	£780.00	
	BACS	Zoom	£14.39	
	BACS	HEU Benefice Account	£10.00	
	BACS	Beltons Gardening	£200.00	
	BACS	Beltons Gardening	£605.50	
	BACS	St Clare Hospice	£100.00	
	BACS	L Johnson	£84.67	
	BACS	Curry's (laptop)	£1,149.00	
	BACS	A & J Lighting	£180.54	
	BACS	M Burke Landscaping	£155.00	
	BACS	Instant Ink	£22.49	
	BACS	Mobile 3 G	£13.00	
22221	<p>A summary of receipts and payments. Minutes of the meeting held on 2 February 2022.</p> <p>Proposal, EPC return £500 to Mr. Wallace Jarvis, in respect of a donation he had given EPC.</p> <p>Investment of Isabel Drive S106 Maintenance Contribution (David Wilson Homes) play area Proposed that the S106 Contribution of £158,387 be invested in an NS&I Investment Account. This will</p>			<p>Noted. Noted.</p> <p>PJ proposed, GM seconded, the vote was carried unanimously.</p>

	<p>comply with the Government’s Statutory Guidance on Local Government Investments and meet the requirements for prudent investment and provide the necessary security and liquidity of the funds.</p> <p>Investment Policy & Annual Investment Strategy In preparation of the Council adopting a required investment policy and annual investment strategy at a later meeting, a draft document has been circulated to members for their information.</p>	<p>PJ proposed, GM seconded, the vote was carried unanimously.</p> <p>LJ to place this policy on next month’s agenda for adoption.</p>
22222	<p>Clerk’s Report Proposal, EPC renew their membership to Records of Uttlesford History, at a cost of £8.00.</p> <p>A sealed signed envelope containing the passwords for Parish Councils laptop was given to GM. This is to be opened in the presence of two councillors if it ever becomes necessary.</p> <p>Proposal, to allow two small marquees on the playing field for parents of year 6 from Elsenham Primary School, to hold their leavers party on 21 July 2022.</p> <p>Proposal, Louise Johnson and Peter Johnson attend the Budget and Precept Finance Course on 31 March 2022 at a cost of £140 + VAT.</p> <p>Proposal, EPC give permission for the Elsenham Fete to be held on the playing field on Saturday 18 June 2022.</p> <p>It was agreed that residents could celebrate the Queen’s Platinum Jubilee by holding picnics on the playing field on Sunday 5 June 2022.</p> <p>EPC may ‘Plant a tree for Jubilee’, not only would EPC be supporting a green initiative, but all the money paid for purchasing the plaque would help towards funding the employment and support for veterans, their families, and people with disabilities.</p> <p>Elsenham are now part funding a new PCSO, Alex Stewart. EPC have still not met Alex or been given any contact details for him.</p>	<p>BD proposed, PJ seconded, the vote was carried unanimously.</p> <p>GM proposed, SW seconded, the vote was carried unanimously.</p> <p>RF proposed, SW seconded, the vote was carried unanimously.</p> <p>RF proposed, SW seconded, the vote was carried unanimously.</p>
22223	<p>Flowerbed Committee A meeting is being held on 8 February to discuss the summer planting and the flowerbed maintenance contract.</p>	

22224	Transport More people are now using the busses. There has been a spring clean at Harlow interchange. ECC are running a consultation on the local bus services in Uttlesford. However, the consultation does not include the 7 or 7A bus. Essex County contracts are due to expire on 31 July 2022.	
22225	Communication Committee Minutes of the meeting held on 2 February 2022. PJ had been elected chairman of the Communication Committee at the meeting held on 2 February. A budget had been set for the next financial year as it may become necessary to employ someone to administer EPC's website.	Noted.
22226	Allotment Working Group Minutes of the meeting held on 28 January 2022. The Allotment Working Group would like to change the Allotments Terms and Conditions to allow small ponds on plots. Consideration must be given to health and safety.	Noted. SW to formulate a proposal for March's agenda.
22227	Tribute bench for Peter Clear It was agreed that EPC would purchase a re-cycled bench dedicated to Peter Clear, for his years of service as Chairman of the playing field committee, the bench would be installed in the children's play area.	RF to speak to Therese Clear about the details and inscription.
22228	Terms of Reference Proposal. EPC adopt the amended Terms of Reference, which gives clarity on Chairing of Committees regarding non-Councillor (co-opted) members.	PJ proposed, GM seconded, the vote was carried unanimously.
22229	Appointments Proposal, SW becomes the ECA representative. Proposal, BO becomes a member of the New Community Hall Working Group.	PJ proposed, BO seconded, the vote was carried unanimously. RF proposed, SW seconded, the vote was carried unanimously.
Correspondence		
22230	Crime Data 10 January 2022	
22231	EALC E Bulletin 14 January 2022	
22232	Uttlesford Housing Market update October 2021	
22233	PFCC Violence and volubility newsletter	
22234	PFCC News Update 14 January 2022	
22235	Crime Data 16 January 2022	
22236	New Road, road closure	
22237	PFCC Latest update 21 January 2022	
22238	Uttlesford District Council adapting to new government rules for local authority accounting.	
22239	UDC Parish Briefing	

22240	Your Essex January edition	
22241	PFCC violence and vulnerability	
22242	UDC Report, free appointments with Planning Officials	
22243	PFCC Latest update 28 January 2022	
22244	EALC E Bulletin 28 January 2022	
22245	Big Garden Bird Watch	
22246	Platinum Jubilee Beacons	
Items to go on next agenda (at Chairman's discretion, no decisions can lawfully be made under this item).		
22247	A closed cemetery. Ponds on allotments. Plant a tree for Jubilee. Investment Policy & Annual Investment Strategy. Proposal signs for Assistance and Guide dogs. Platinum Jubilee Beacon. Tribute bench.	
Meeting opened to public participation		
22248	EPC should check with Elsenham Football Club that they will not be using the playing field on the day of the Jubilee picnic.	
22249	The signs allowing assistance dogs in the playing field should be purchased by a councillor and then reimbursed. It should not have to wait until March's meeting.	
Meeting closed to public participation		
In accordance with section 1 of the Public Bodies (admissions to meeting) Act 1960, the public and press will be excluded from the remainder of the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.		
22250	Work in the Spinney. Proposal, EPC employ Amenity Services to carry out the work in the Spinney.	LJ to arrange.
Meeting closed at 10.10pm, the next Parish Council meeting will be held in The Memorial Hall on 7 March 2022 at 8.00pm		